

Staffing Guide

Position Description			Food Service Worker		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> Hours of Operation <u> X </u> Occupancy Rate <u> </u> Seasonal/Peak Workload <u> X </u> 	<ul style="list-style-type: none"> Staff Supervised <u> </u> Facility Layout <u> x </u> Facility Size <u> </u> 	<ul style="list-style-type: none"> Facility Age <u> </u> Continental Breakfast <u> X </u> <u> </u> 		
Workload/Staffing Comments:					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	* Not Authorized	* Not Authorized	2 (NA-2) Level of staffing may be increased based on local justification if workload or facility layout dictate	3 (NA-2) Level of staffing may be increased based on local justification if workload or facility layout dictate	4 (NA-2) Level of staffing may be increased based on local justification if workload or facility layout dictate
Alternate Staffing Standard (If Required)	None	None	Add 1 (NA-2) if workload or facility layout dictate	Add 1 (NA-2) if workload or facility layout dictate	Add 1 (NA-2) if workload or facility layout dictate
Explanation of Alternative Staffing Standard:					
Additional staff may be warranted with remote sites or if several breakfast sites are required do to facility layout.					
Staffing Standard Footnotes:					
* Not authorized In Small and Medium Operations. Housekeeper common area responsible for Continental Breakfast Operations.					
** In Large, Ex-Large and Super Large Operations position authorized when existing staff based on local justification cannot handle functions.					
Maximum use should be made of flex and regular part time employees for these duties.					